**GUIDELINES FOR DRAFTING SLA POSITION STATEMENTS**

In the event of a major incident that impacts memory institutions in any sector across Canada, SLA will investigate, and if appropriate, draft a position statement. SLA represents various library and information sectors and making a public position on a statement may create some controversy. However, the Executive and Board represent the membership and that may need to be emphasized if there is pushback after an announcement has been made. Below are possible situations for drafting a statement.

**Possible scenarios may include:**

* Agencies such as CLA, CAUT, and CARL often draft position statements on important and topical issues of national significance (e.g. Dale Askey case). If larger regional/provincial associations subsequently post a statement then the SLA Executive or Advocacy Committee consider, through email or teleconference, drafting a statement of support. An example of a lead sentence for a position statement is that the SLA supports X national association(s) on the particular issues. Subsequent text can emphasize that the stance on X issue is intended to be beneficial to library workers in Saskatchewan.
* If the SLA Executive Director or SLA President is contacted by a high ranking individual from a national or regional association for a letter or position statement in a time sensitive manner then the President has the authority to do so. The President has the discretion to consult with the Executive first, and can also call upon the Advocacy Committee for assistance as required.
* An issue that is of great importance to workers and memory institutions in Saskatchewan can be identified by the Advocacy Committee, the Executive/Board, or SLA members, as requiring a formal statement. Consultations with sector associations or agencies to gather facts may be needed before a statement is drafted.

**Procedures for Dissemination**

1. The Executive (or at least the President) should read and sign off on this, since it purports to represent the views of the Association. VP of Advocacy and Development should take to the President and then as stated in Governance 5.4 – a position statement should be approved by Board as deemed appropriate. This can be done in an email motion to the Board put forward by an Advocacy committee member.
2. A copy of the statement should go on the SLA web site, and could even be sent out via the members listserv. This would be the "statement" version, which isn't signed by the president, but just by virtue of being distributed by these channels is clearly endorsed by the SLA. Once approved, the VP of Advocacy & Development can put on website and SLA office can link a listserv message to that – or send it out in full.
3. It should also be reformatted into a letter, with the president’s signature, and sent to addressees by SLA office staff. Letters are distributed to addressees by post, unless time constraints or special requests necessitate electronic mailing.

Sample letters: <http://www.accessola3.com/index.php?showforum=301>